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**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Chief, Services Branch  
FROM : Chief, Supply Division  
SUBJECT: Monthly Reports - August - September

DATE: 15 October 1948

Forwarded herewith are monthly reports for the months of  
August and September.

Due to the tremendous volume of work in the Supply Division,  
these reports are reduced to volume only.

 25X1A9a

Chief, Supply Division

VOLUME:Procurement Section:a. Requisitions:

Requisitions numbered and processed.....893  
 Distribution as follows:  
   Procurement Section.....521  
   Storage and Issue.....218  
   Typewriter Repair Shop.....66  
   Contract Section.....10  
   Communications Division.....18  
   Real Estate and Utilities.....59  
   Special Procurement.....0  
   Transportation.....1

Requisitions that have been numbered and distributed but no information  
 as to action taken posted on Kardex copy:      1948      1949  
   Purchase.....0      237  
   Storage and Issue.....15      44  
   Storage and Issue (Operational Med).....8      48  
   Typewriter Repair.....1      55  
   Special Procurement.....1      2  
   Real Estate and Utilities.....4      22  
   Communications Division.....2      28  
   Contract Section.....4      23  
   Dispensary.....1      0  
   Transportation.....1      0

Note: The above include requisitions in the process of being filled, purchase orders pending distribution, checking, signature and encumbrancy by the Finance Division.

Further breakdown of requisitions held within Procurement Section:

Without action.....25  
 Pending receipt of bids.....57  
 Pending clearance.....4  
 Pending justification.....7  
 Pending clarification.....7  
 Pending repairs and billing.....20  
 Number of items.....308

Requisitions and/or purchase orders completed during period:

Fiscal Year 1948:      213      Fiscal Year 1949:      714

Abstracts due to improper requisitioning      38

Requisitions on which purchase orders have been issued, but materials remain outstanding:

Fiscal Year 1948:      673      Fiscal Year 1949:      713

b. Purchase Orders:

Purchase orders prepared and typed.....1083  
 Total number of items involved.....2800  
 PO's prepared but pending checking and signature.....35  
 PO's prepared but pending encumbrance by Fiscal Section...105  
 Total amount expended.....\$154,659.11

Procurement Section (continued)c. Telephone Calls:

Total number of telephone calls received.....1230  
 Total number of telephone calls out.....1614

d. Bids:

Formal bids prepared and typed..... 28  
 Items involved.....365  
 Contractors invited to bid.....406  
 Formal bids outstanding..... 8

Telephone bids prepared and typed..... 11  
 Items involved..... 16  
 Contractors invited to bid..... 35  
 Telephone bids outstanding..... 0

Wire bids prepared and typed..... 1  
 Wire bids outstanding..... 0

Informal bids prepared and typed.....101  
 Items involved.....273  
 Contractors invited to bid..... 85  
 Informal bids outstanding..... 39

e. Letters:

Prepared and typed.....225

f. Memorandums:

Prepared and typed.....152

g. Bills of Lading:

Prepared and typed.....10

h. Wires:

Prepared and typed.....6

i. Petty Cash Fund:

Purchases and/or services rendered by use of Petty Cash..\$106.71

j. Printing and Binding Estimates received.....\$2,603.66APPLIANCE MAINTENANCE SECTION:

Number of requisitions received during month of September.....76  
 Number of requisitions completed during month of September.....63  
 Number of requisitions uncompleted from present & previous month.....37  
 Overhaul and Shop Work.....25  
 Overhaul and Shop Work on S & I machines.....70  
 Service Calls.....88  
 Services calls made for NSC..... 0  
 Total number of machines repaired.....183  
 Estimated Dollar Value of all overhauls and repairs.....\$994.05

REAL ESTATE AND UTILITIES SECTION:

Requests received prior to October 1 and which have not been processed.....31  
 Requests received in writing during September.....102  
 Telephone calls received during September.....1285  
 Requests processed by memorandum .....78  
 Requests processed verbally.....525  
 Requests processed by FWA Form #52.....35  
 Requisitions written for contractual services.....10  
 Work orders written for contractual services (\$100,151.00).....34  
 Requisitions written, miscellaneous.....1  
 Requests processed for moves of equipment.....42  
 Space moves 11 Personnel moved.....224  
 Man hours worked by regular assigned FWA laborers.....5088  
 Man hours worked by additionally assigned FWA laborers.....826

CONTRACT SECTION:

## Contracts Completed:

Supply.....	Vouchered	3	\$11,556.00
Supply.....	Unvouchered	0	
Service.....	Vouchered	3	747.20 Est.

## Contracts Pending:

Supply.....	Vouchered	4	\$12,498.87
Supply.....	Unvouchered	2	39,410.00
Service.....	Vouchered	1	225.00 Est.

## Amendments to Contracts Completed:

Supply.....	Vouchered	1	
Service.....	Vouchered	1	
Developmental.....	Unvouchered	2	

## Amendments to Contracts Pending:

Supply.....	Vouchered	1	
Service .....	Vouchered	1	
Developmental.....	Unvouchered	0	
Leases.....	Vouchered	3	

## Terminations to Contracts Completed:

Service .....	Vouchered	1	
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Unnumbered Contracts Completed.....	Vouchered	1	\$1,140.90
Unnumbered Contracts Completed.....	Unvouchered	4	1,155.87

Invitations to Bid issued.....		5	
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Number of requisitions incomplete as of September 1....		10	
Number of requisitions received Sept. 1 thru Sept. 30..		15	

Number of requisitions completed during September.....		11	
Number of requisitions incomplete as of October 1.....		14	

Total number of contracts, amendments, etc. handled.....		33	
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Contracts awarded during month.....	\$13,852.77
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Leases and Utility contracts awarded during month.....	\$522.20
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STORAGE AND ISSUE SECTION:Furniture Repairs:General Repairs:Service Call RepairsStock Repairs

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STORAGE AND ISSUE SECTION

	<u>Number</u>	<u>Unit</u>	<u>Weight</u>
1. Purchase Orders received	984	6,786	2,534,975
2. Job orders for reloading and storage	644		1,934,986
3. Requests for local delivery or pick-up			366,238
4. Job orders for Cargo to be processed and packed for overseas	127	811	155,972
5. Requests for Domestic shipments	84	204	16,363
6. Job orders for service	33		644,000
7. Orders for Cargo to be shipped overseas	38	650	142,920

Office Supplies

	<u>Number of Transactions</u>	<u>Number of Items</u>	<u>Number of Units</u>
Credit Vouchers	490	4,084	451,660
Debit Vouchers	38	48	43,812

Office Equipment

Credit Vouchers	174	389	993
Debit Vouchers	110	200	992

Operational Equipment

Credit Vouchers	43	87	13,179
Debit Vouchers	62	173	15,637

Medical Supplies

Credit Vouchers	13	215	5,993
Debit Vouchers	9	10	1,164

AUGUST 1948

VOLUME:

Procurement Section

a. Requisitions:

Requisitions numbered and processed.....1044

Distribution as follows:

Procurement Section.....563✓  
Storage and Issue.....277  
Typewriter Repair.....42  
Contract Section.....49  
Communications Division.....21  
Real Estate & Utilities.....51  
Special Procurement..... 2  
Transportation.....1

Requisitions that have been numbered and distributed but no information as to action taken posted on Kardex copy:

	<u>1948</u>	<u>1949</u>
Purchase.....	0	386
Storage and Issue .....	17	74
Storage and Issue (Oper. & Med)....	10	102
Special Procurement.....	1	2
Typewriter Repairs.....	2	35
Real Estate and Utilities.....	4	19
Communications Division.....	3	27
Contract.....	12	20
Dispensary.....	1	0
Transportation.....	1	1

Note: The above include requisitions in the process of being filled, purchase orders pending distribution, checking, signature and encumbrance by Finance Division.

Further breakdown of requisitions held within Procurement Section:

(a) Without action .....70  
(b) Pending receipt of bids.....93  
(c) Pending clearance..... 8  
(d) Pending justification..... 2  
(e) Pending clarification..... 16  
Pending repairs and billing..... 30  
(g) Number of items.....507

Requisitions and/or purchase orders completed during period:

Fiscal Year 1948: 203 Fiscal Year 1949: 787

Abstracts necessary due to improper requisitioning.....38

Requisitions on which purchase orders have been issued, but materials remain outstanding:

Fiscal Year 1948: 137 Fiscal Year 1949: 625

b. Purchase Orders:

Purchase orders prepared and typed.....883  
Total of items involved.....1552

PO's prepared but pending checking and signature..... 50  
PO's prepared but pending encumbrance by Finance..... 90

Total amount expended.....\$108,414.75

c. Telephone Calls

Total number of telephone calls received.....1195  
Total number of telephone calls out,.....1346

d. Bids:

Formal bids prepared and typed..... 58  
Items involved.....189  
Contractors invited to bid.....356  
Formal bids outstanding..... 30

Telephone bids prepared and typed..... 14  
Items involved..... 60  
Contractors invited to bid..... 45  
Telephone bids outstanding..... 0

Wire bids prepared and typed..... 1  
Wire bids outstanding..... 1

Informal bids prepared and typed..... 203  
Items involved..... 865  
Contractors invited to bid..... 180  
Informal bids outstanding..... 42

e. Letters:

Prepared and typed..... 77

f. Memoranda:

Prepared and typed.....112

g. Wires:

Prepared and typed..... 5

h. Bills of Lading:

Prepared and typed..... 12

i. Petty Cash Fund:

Purchases and/or services rendered by use of Petty Cash.....\$79.70

j. Printing and Binding Estimates received.....\$1,830.67

APPLIANCE MAINTENANCE SECTION

Number of requisitions received during month of August.....80  
Number of requisitions completed during month of August.....73  
Number of requisitions uncompleted from present and previous  
month.....30  
Overhaul and Shop work.....11  
Overhaul and Shop work on S&I machines..... 45  
Services Calls.....163  
Service Calls made for NSC..... 3  
Total number of machines repaired.....222  
Estimated Dollar Value of all overhauls and repairs.....\$819.45

REAL ESTATE AND UTILITIES SECTION:

Requests received prior to September 1 and which have not been processed.....12  
 Requests received in writing during August.....94  
 Telephone calls received during August.....1305  
 Requests processed by memorandum.....84  
 Requests processed verbally.....502  
 Requests processed by FWA Form \$52.....37  
 Requisitions written for contractual services.....13  
 Work orders written for contractual services (\$6,295.00)...13  
 Requisitions written, miscellaneous.....1  
 Requests processed for moves of equipment.....33  
 Space moves 8, Personnel moved.....233  
 Man-hours worked by regular assigned FWA laborers.....2924  
 Man-hours worked by additionally assigned FWA laborers.....458

CONTRACT SECTION:

## Contracts Completed:

Supply.....	Vouchered	3	\$275,643.12
Supply.....	Unvouchered	2	12,880.34

## Contracts Pending:

Supply.....	Vouchered	1	1,664.00
Supply.....	Unvouchered	1	30,000.00
Service.....	Vouchered	2	per mo. 45.00 Est.

## Amendments to Contracts Completed:

Supply.....	Vouchered	10
Service .....	Vouchered	6
Developmental.....	Unvouchered	1

## Amendments to Contracts Pending:

Supply.....	Vouchered	0
Service.....	Vouchered	1
Developmental.....	Unvouchered	2
Leases.....	Vouchered	2

Unnumbered Contracts Completed.....	Vouchered	9	3,060.18
Unnumbered Contracts Completed.....	Unvouchered	9	10,407.97

Invitations to Bid issued.....	4	288,523.46
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Number of requisitions incomplete as of August 1.....	15
Number of requisitions received August 1 thru August 31..	27

Number of requisitions completed during August.....	32	Done 275,643.12
Number of requisitions incomplete as of September 1.....	10	3,060.18

Total number of contracts, amendments, etc. handled.....	53	278,703.50
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Contracts awarded during month.....	\$301,991.61
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Leases and Utility Contracts awarded during month.....	None
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SPECIAL PROCUREMENT:

Number of miscellaneous letters.....	2
Number of letter orders written.....	2
Number of verbal orders placed.....	1
Number of requisitions received.....	2
Number of items ordered.....	30,000 rounds ammo.
Number of items for repair.....	15
Number of requests to Special Funds for payment.....	3
Dollar Value.....	\$1,750.80

SPECIAL PROCUREMENT: (continued)

Requisitions pending.....6  
a. Awaiting quotation on books.....2  
b. Awaiting quotation on film and camera.....2  
c. Awaiting quotation on holsters and targets.....2

STORAGE AND ISSUE SECTION:

Furniture Repairs:

General Repairs.....Service Calls: 16      Stock Repairs: 2  
Refinishing.....Stock Repairs: 12

STORAGE AND ISSUE SECTION

<u>STORAGE AND ISSUE SERVICE</u>		<u>Unit</u>	<u>Weight</u>
	<u>Number</u>		
	901	6,211	294,115 2,034,973 1,734,986
1. Purchase Orders received	785		278,502
2. Job orders for reloading and storage		1,097	88,434
3. Requests for local delivery or pick-up	162	482	534,000
4. Requests for Cargo to be processed and packed for overseas	94		240,226
5. Job orders for Demostic shipments	27	821	
6. Requests for service	116		
7. Job orders for Cargo to be shipped overseas			
	<u>Office Supplies</u>		
	<u>Number of Transactions</u>	<u>Number of Items</u>	<u>Number of Units</u>
	499	3,835	651,440
	30	47	14,437
Credit Vouchers			
Debit Vouchers			
	<u>Office Equipment</u>		
	206	446	1,125
	105	200	1,498
Credit Vouchers			
Debit Vouchers			
	<u>Operational Equipment</u>		
	84	324	21,726
	36	42	45,638
Credit Vouchers			
Debit Vouchers			
	<u>Medical Supplies</u>		
		138	15,924
		4	48